**DEPARTMENT/BRANCH REPORTS**

**MAY 2024**

**FACILITIES DEPARTMENT REPORT**

By Robert Peltzer

**SCHEDULED ACTIVITIES**

Office work live and remote. Live and remote monitoring of HVAC, lighting, key card, and generator systems (sprinkler system in summer) HVAC maintenance, monitor cleaning, field patrons emails, resolve service tickets, operate and service floor scrubber, AMH maintenance and cleaning, maintain parking lot and grounds, mowing, weeding, pruning, maintain troffers, registers and walk in plenums, meet, chase and prep contractors, weekly meetings, prep and teach painting class.

**UNSCHEDULED ACTIVITIES**

Work on café aerator and inspect flusher valve, meet with and help DAC with makerspace door issue, Meet with Glenda and work on café issues, meet with Hannah, update café staff, meet with EJ., recycling, vacuum chore/Dana, gate scheduling/Selya, meet with Children’s, hang picture/Amanda, procure cleaner and paint/Glenda, show café owner dumpster facility and operation, move café furnishing and plantings, deliver loading bay furnishings to Glenda, store trash and recycling drawers/Bizzy, issue key cards /Bizzy, repair staff toilet/Joshua/Will/Caroline, deliver shelving to security desk, modify and hang boards and paintings/Hannah, recycling, replace vacuum/Dana, chore/David, tear down gallery show 4F, check AMH/Elizabeth, chore/Christine, Straighten outdoor parking signage, pick up after transients, cleaning supplies to Robert M., adjust HVAC scheduling/Karl, Check 2F CAD6 cable routings/Ed, chore/Dave, recycling, work on ergo cart, interview chore/Amanda, replace broken cage nut, meet with will, work on bathroom plumbing, clean gallery waste, transient mess, recycling, work on AMH worm drive/Will/Elizabeth, check paper dispenser/David, check and locate CAD cabling/Joshua, advise Spectrum on ticket issuance, repair stapler/Christine, prepare a Lyngsoe photo report/Elizabeth, reset gate scheduling, open locker/Dillon, recycling, resemble AMH motor harness, post caution tape, Deliver mail room items to Clyde café/Caroline, work on ergo cart, store packing materials, key Card/Hannah, store filters, work on plumbing, recycle crates, Puritan communications, file Spectrum’s SDS log, check parking garage ceiling damage, check on power issues to stairway doors/Robert M., field a lighting issue call/Spectrum, finish ergo cart repairs/Will, store reserve parts, clean up construction documents, investigate wire line runs/Ed, work on plumbing, adjust aerator flows, drop damaged parking garage panels and store them, assist It with café printer install, check and test wood work/Bizzy, meet with JC, check loose door handle/security, prep and send of request to Home Resources, chore/Amanda, rectify loose door stop/security, recycling, find misplaced ladder, check paper cutter/Laura, receive shipment, deliver items, work on bathroom plumbing, interview zoom meeting, key card/ Elizabeth, store Puritan delivery, write out interview report/Amanda, check light switch operation/ Alex, mount self-defense canister hardware/Amanda, check paper cutter for replacement blade/Laura, furniture chore/Selya, remount telescope signage/Robert M., check garage gate operation and scheduling/Selya, refresh door hardware on 3F/Christine, repair play area kitchen drawer/Kayla, dislodge and retrieve ball/Robert M., check terrace railing/Robert M., check on key card issues/Hannah FF., Meet with Home resources, recycling, hardware store, credit card update/Leslie, hang awards/Slaven, work on plumbing, recycling, move furniture up to café/Karl, set gate scheduling/Amanda, work on paper cutter/Laura, file down sharp edges on railing/Robert M., check out front door issues/Robert M., send report to TC Glass, clean mechanical floors, check door lock compatibility/Amanda, work on 2F stairway door, move more chairs to café/Slaven, unclog sink/Joleen, check on wilty trees/Amanda, weeding/suckering, key cards/Spectrum, hardware store, install sharps container, replace bulb/Laura, chore/Hannah, unpack, repack and store erroneous shipment/Elizabeth, study electrical schematics, work on plumbing leak, hardware store, hang signage/Karl, work on broken wine cooler door/Selya, chore/Amanda, recycling, look for replacement hardware, contact Access lock/Amanda, chore/Karl, chore/Slaven, crate repair, recycling, work on bathroom plumbing, check bathroom partition hardware 1F, meet and work with Access Lock, set out cones/technicians, replace marker tapes, plumbing work on 3F, repair on 2F/Lindy, meet and work which door technician, chore/Ava, reset gates and lights/ weekend activities, install bumpers/Dana, lamination/Christine, Call the fire Chief/Caroline, modify Hannahs key card, move Puritan supplies to storage/Lindy, clean and restock calcium carbonate neutralizers, temperature adjust/Slaven, chore/Dory, key cards/Amanda, replace gate streamers, order plumbing hardware and signage/MFD, meet with Tom Javins, measure Makerspace cubicles/Elizabeth, repair loose floor tile/Robert M.

**SOCIAL MEDIA REPORT**

By Mary Wooldridge

**Facebook**

**44,989** = Total Daily Page Engaged Users – April 2024 = 35,769 The number of people who engaged with your Page daily. Engagement includes any click or story created. (Unique Users)

**Instagram Likes – Reach – Followers**

**3,266** = Total Likes / Story Reach = 61/ Story Replies and Shares = 23

**5,579** = Total Daily Page Engaged Users The number of people who engaged with your Page daily. Engagement includes any click or story created. (Unique Users)

**4,390** = Followers as of today’s report – (6/15/2024) Up by 51 Followers

**YOUTH SERVICES REPORT**

By Kayla Whitaker

Kids Programming and Outreach

Story Time (programs/attending) 4/55

Tiny Tales (programs/attending) 14/433

Story Time for Diverse Abilities 2/stats not recorded

Lego Club Drop-in every Monday and Friday afternoons

Note: started pairing Friday’s Lego Club with After School Meals program provided by the Food Bank

Cooking for Kids! 1/25

Read With Dogs 4/84

Scholastic Chess Club at MPL 2/50

Game On! 4/50

Rattlesnake, Lolo and 6/251  
Frenchtown kindergarten;   
Hellgate 1st gade school tours

**ADULT PROGRAMMING REPORT**

By Xavier Kneedler-Shorten

**In-Person Program Total # of Attendees Facilitator**

Gyrotronics Class (5/1) 7 Xavier

Yarns @ MPL (5/3) 14 Paulette

Yarns @ MPL (5/10) 16 Paulette

Yarns Retreat (5/11) 11 Paulette

Yarns @ MPL (5/17) 14/12 retreat Paulette

Yarns @ MPL (5/24) 15 Paulette

Yarns @ MPL (5/31) 18 Paulette

WMGS Meeting 10 Paulette

WMGS Work Day 3 Paulette

Tales from the Trails (5/15) 36 Xavier

4HistoryBuffs 51 Paulette and Jon

2nd Wednesday Book Group 6 in person, 2 Zoom Christine

3rd Wednesday Book Group 7 Pam

Memory Café 21 Joleen

YMCA Yoga @ the Library (5/2) 11 Xavier

YMCA Yoga @ the Library (5/9) 13 Xavier

YMCA Yoga @ the Library (5/16) 14 Xavier

YMCA Yoga @ the Library (5/23) 15 Xavier

Trashformations: 4th Annual Early Ed.

Upcycled Art Show 300 Kayla

Watercolor Painting Class (5/24) 25 Robert P.

American Red Cross Blood Drive 28 donors, 31 units collected Christine

Mental Health Awareness Month

Forum with NAMI (5/29) 17 Xavier

Genealogy Book Group 1 Desiree

**Virtual Program Total # of Attendees Facilitator**

Adult D&D Guild (5/10) 5 Brian

Adult D&D Guild (5/24) 5 Brian

Teen D&D Guild (5/4) 6 Brian

Teen D&D Guild (5/18) 5 Brian

**BIG SKY BRANCH REPORT**

By Brian Doyle

Finalized summer programming plans and set up Summer Meals program with Missoula Food Bank. Began having a more regular attendee for Big Sky Writers’ Group and I’ve been emailing with several people interested in coming to Big Sky Game Days this summer. Rugby team using library lab as a meeting space has continued to lead to higher numbers than usual.

**FRENCHTOWN BRANCH REPORT**

By Jane Guest

May is always busy for the students and staff and very quiet for us. All the students are busy with end of school projects, concerts, and yes – sports. Even the middle school students are out running or playing baseball or soccer. Time when all the travel teams gear up for summer. Little League is in full swing. Miss seeing some of the kids, others are here waiting for their siblings to finish up and parents to pick them up.

June brings summer and a change to our schedule.

**LOLO BRANCH REPORT**

By Erin Casey

For the month of May, we had twelve tutoring sessions with 32 children and 19 adults. There was also two school meetings with 41 adults total. Last, one book chat group in May with 4 adults in attendance.

I placed and order for book purchases with Caroline, using some of the Lolo book budget. The remaining unspent portion can be redirected as MPL sees fit. I have been integrating these new selections into the collection and returning items that are of low interest with Lolo patrons and seldom or never requested through on shelf hold requests.

I received reading logs and purchased stickers for the childrens reading program this summer. I also purchased small stickers the children can use to fill in their reading time circles and photocopied activity sheets for children to color and enjoy as they beat the heat inside the Lolo library. We started the summer program on June 11th.

Enjoy these beautiful spring days!

**POTOMAC BRANCH REPORT**

By Kayla Whitaker

May was a pretty busy month for Potomac, patron-wise, especially towards the end of the month. I planned the summer programs: SpectrUM is coming out twice for their Be a Space Scientist! Program, Families First will be doing Art With a Purpose, and I have “Summer Reading Club”, weekly drop-in hours when the library is open for kids to come and work on their summer reading challenge, get book recommendations, etc. I am hoping for a good turnout this year!

At the end of the month, I visited every classroom to talk about the Summer Learning Program and the Potomac-specific summer programs. There was a lot of enthusiasm, and I gave out almost all of the 75 reading logs I brought with me – I’m hoping these in-person visits, plus the opportunity to win some great prizes, will encourage a lot of readers to participate this year.

**SEELEY LAKE BRANCH REPORT**

By Carrie Benton

The Book Club group has been having amazing discussions – very lively!

Finalizing preparations for the Summer Reading Program. No reading dog this year – he passed away.

We (me and the high school librarian) had a fun Trivia contest for the month of May – trying to get more people and students into the library. A dozen adult patrons participated and many students! Also, we let the students know the library was open all summer – this is why there were more new card applications this month.

I received word from Blackfoot Cooperative on May 2, 2024 that the Seeley Lake Library’s grant request for $1,000 was approved. However, to my knowledge the library has not yet received these funds. Once funds are received, the plan is to order the color printer/copier.

**SWAN VALLEY BRANCH REPORT**

By Jenny Kauffman

Our book discussion this month was on *The Cat’s Table* by Michael Ondaatje. It was a book about some young boys taking a trip to England on a ship. We decided we do better with books that don’t have a lot of characters that we have to keep straight who is who. We have Mark Leichliter scheduled for our next book chat to come speak about his new book, *Man Underground*. Our local library board met and we discussed the plans for our summer reading program and our annual 4th of July book sale.